

What you should know before completing Form 2328:

1. Complete address and contact information for business.
2. Name and Title of individual responsible for reporting and/or paying Michigan taxes.
3. You will receive written instructions and test transaction requirements after your application is processed.
4. Monthly tax filing is required for voluntary EFT filers.
5. You must send a \$0.00 or \$0.01 transmission for each tax you are registered for that has no liability in a reporting period.
6. EFT filers no longer file monthly returns. The only return required is Form 165, *Annual Return for Sales, Use and Withholding Taxes*, due February 28th each year.

Additional EFT information and filing requirements can be reviewed on Form 2437, *Questions and Answers About Paying Your Sales, Use and Withholding Taxes by Electronic Funds Transfer (EFT)*. Additional information is also provided on Form 2316 for accelerated sales and use tax filers, or Form 4285 for accelerated withholding tax filers.

Electronic Funds Transfer (EFT) Credit Application

Issued under P.A. 122 of 1941. Filing is mandatory if you wish to pay by EFT.

INSTRUCTIONS: Use this form to notify us that you intend to file electronically and the method you will use to file. You may begin electronic filing after you receive our approval. Voluntary EFT filers will be required to transmit their tax monthly.

Taxpayer Name (Type or print clearly)			Taxpayer Identification Number —		
Address					
City		State	ZIP Code	Contact Person Telephone Number	
Contact Person				Contact Person Fax Number	

Please indicate the type of tax(es) you will be paying by EFT:

Tax Type	<input type="checkbox"/> Withholding	<input type="checkbox"/> Single Business Tax Estimate	<input type="checkbox"/> Single Business Tax Annual	<input type="checkbox"/> Sales Tax	<input type="checkbox"/> Use Tax on Sales and Rentals	<input type="checkbox"/> Use Tax on Purchases
Tax Codes	(01100)	(02100)	(02671)	(04200)	(04400)	(04500)

The Michigan Department of Treasury will approve requests for EFT Credits if you agree to follow the adopted format. See *Instructions for Payments of Michigan Sales, Use, Withholding, and Single Business Taxes Using EFT Credits*, Form 2329. We recommend you electronically send a test (zero dollar or \$.01 transmission, completely formatted) before written approval and actual filing can begin.

Authorization for EFT Credits

<i>I agree to follow the formats adopted by the Michigan Department of Treasury for sales, use, withholding and single business tax payments. I agree to notify Treasury in advance of any change in my filing method.</i>		
Signature of Responsible Officer	Title	Date

Please be aware of officer, member, manager, or partner liability as provided in Michigan Compiled Laws 205.27a(5):

"If a corporation, limited liability company, limited liability partnership, partnership, or limited partnership liable for taxes administered under this act fails for any reason to file the required returns or pay the tax due, any of its officers, members, managers, or partners who the department determines, based on either an audit or an investigation, have control or supervision of, or responsibility for, making the returns or payments is personally liable for the failure....."

CERTIFICATION

Corporations, partnerships, LLP's or LLC's must complete this section before this form can be processed. This Certification must be resubmitted when there is a change in the officer responsible for filing and/or paying Michigan taxes.

Please check the appropriate box: ☐ New Application ☐ Recertification - change in individual responsible for Michigan taxes

Signature of Individual Responsible for Reporting and/or Paying Michigan Taxes		Date
Type or Print	Title	

Mail this form to the Michigan Department of Treasury for approval. You will receive instructions for filing electronic payments. Please allow 4 weeks for processing.

Treasury Approval	Date
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If you have any questions, contact the Michigan Department of Treasury at (517) 636-4730. You may fax this form to (517) 636-4356, or mail this form to: Sales, Use and Withholding Taxes
Michigan Department of Treasury
Treasury Building
Lansing, MI 48909

Questions and Answers About Paying Your Sales, Use, Withholding and Single Business Taxes by Electronic Funds Transfer (EFT)

1. What is the difference between EFT credit and EFT debit?

In an EFT credit transaction, the taxpayer contacts its bank to initiate a transaction debiting its bank account and transferring the funds to the State's account for the amount due. An EFT debit transaction is similar to the EFT credit transaction, except the taxpayer notifies the State (or the State's contractor). The State, through its bank, then initiates the transaction through the ACH network to debit (withdraw funds from) the taxpayer's account.

2. Which taxes may be paid by EFT and how often should I file?

Michigan Sales, Use, and Withholding taxes as well as Single Business Tax Estimated and Annual payments can be paid electronically. Once you voluntarily register to pay any of your sales, use, or withholding tax by EFT, you must register and remit all of your sales, use and withholding taxes by EFT.

EFT payments for Sales, Use and Withholding taxes are required monthly. Once registered for EFT, accounts currently required to file quarterly or annually will automatically be switched to monthly filing after receipt of your first EFT transmission.

NOTE: *The exception is Accelerated Sales, Use and Withholding tax accounts. These accounts pay more frequently than monthly.*

3. If I change banks who do I need to notify?

EFT Credit filers supply their new bank with Form 2329, *Instructions for Payments of Michigan Sales, Use or Withholding Taxes Using EFT Credits*. Treasury recommends your new bank do a test transmission.

EFT Debit filers complete and return Form 2439, *Notice of Addition or Change of Tax Types/Bank Change*.

4. What is the due date for EFT tax payment?

The due date for monthly payment of tax is the 20th of the month following the tax period (the January payment is due February 20th). For timely receipt of payment, your transmission must be initiated by 4 p.m. EST, one business day prior to the due date.

5. What if the due date falls on a weekend or holiday?

If the due date falls on a weekend, state holiday, or banking holiday, the due date is the next business day.

NOTE: *For a listing of specific state holidays, please refer to Form 3149, Sales, Use and Withholding Tax Due Dates for Holidays and Weekends.*

6. When can I begin paying by EFT?

For EFT Debit, you must first complete Form 2248, *Electronic Funds Transfer (EFT) Debit Application*. You will receive transmission instructions along with your usercode and password from our contractor.

For EFT Credit, you must first complete and return Form 2328, *Electronic Funds Transfer (EFT) Credit Application*. Then you will be notified to send a test transaction (a zero dollar transmission, correctly formatted). After a successful test you will receive written approval and you may begin paying by EFT.

NOTE: *The certification section on EFT Application Form 2248 or 2328 must be completed before the application is processed. This section must also be signed by the officer, member, manager or partner responsible for filing and paying Michigan Sales, Use and Withholding taxes. Fax the completed EFT Credit or Debit Application to (517) 636-4356.*

7. What if I pay more than one type of tax?

A separate transmission **must** be made for each type of tax you are paying. You may not combine sales and use tax payments into one lump sum transmission. A five-character tax code is used to identify the tax type. Following are the tax types and codes that may be used to complete your transmission:

01100	Withholding
02100	Single Business Tax Estimate
02671	Single Business Tax Annual
04200	Sales Tax
04400	Use Tax on Sales & Rentals
04500	Use Tax on Purchases

8. What if no tax is due?

A zero transmission must be sent for each type of tax that you registered for (this does not apply to Single Business Taxes). EFT credit filers may not be able to transmit a zero. Check with your bank. If you cannot transmit zero, transmit \$0.01 and subtract the credit from your next transmission.

NOTE: *Accelerated Sales and Use tax accounts should refer to Form 2316, Questions and Answers about Paying your Sales & Use Tax on an Accelerated Basis.*

9. Am I still required to file a monthly paper return when I am transmitting my payment by EFT?

No. Once you begin to transmit electronically you no longer file monthly returns nor submit your monthly figures. The **only** return required is Form 165, *Annual Return for Sales, Use and Withholding Taxes* due February 28th each year.

You may elect to remit your single business tax estimate by EFT along with your sales, use and withholding tax. If you do this, do not file Form C-8002, *Estimated Quarterly Payment for Single Business Tax*. However, you must file Form C-8000 or C-8044, *Single Business Tax Annual Return* by the due date and pay any additional tax due.

10. Can I send a check and return?

No. Once you have started filing by EFT a check and return should not be sent. If a check and return is received your account filing status could be changed. If you decide to no longer file by EFT please notify us.

11. How is the discount on sales and use tax taken?

When making transmissions of sales tax and use tax on sales and rentals, reduce your payment by the amount of discount you are claiming. Total discounts taken for the year will be requested on Form 165, *Annual Return for Sales, Use and Withholding Taxes*. Any portion of Sales Tax or Use Tax on Sales and Rentals paid on or before the 12th of the month are discounted 3/4 of 1 percent. Taxes paid on or before the 20th are discounted 1/2 of 1 percent. The discount applies only to the first 4% collected, not on the entire 6%.

To take your discount on sales tax paid to the Secretary of State, file Form 92, *Vehicle Dealer Supplemental Report* as usual.

NOTE: *Taxpayers required to file sales and use tax on an accelerated schedule are limited to a discount of 1/2 of 1 percent of the first 4% collected.*

12. How are gas credits filed?

Continue to file Form 2189, *Gasoline Retailer Supplemental Report* and Form 429, *Gasoline Supplier and Wholesale Distributor Prepaid Sales Tax Report* as instructed on those forms.

13. What are the due dates for Single Business Tax payments?

If the estimated liability for the tax year is over \$600, quarterly estimates must be filed with payment. For calendar year taxpayers, quarterly returns are due the last day of April, July, October, and January. For fiscal year filers, quarterly returns are due the last day of the first month after each quarter. Annual payments are due on or before the last day of the 4th month after the end of your tax year. For more information, contact the Single Business Tax Customer Contact Section at (517) 636-4700.

14. What if I hire or change a payroll service?

To register or change a payroll service provider for your account, submit a completed Form 3683, *Payroll Service Provider Combined Power of Attorney Authorization and Corporate Officer Liability (COL) Certificate for Business* found on Treasury's Web site. For questions regarding Form 3683, contact the Registration Customer Contact Section at (517) 636-4660.

If you have questions concerning your account, completion of the application, or transmission of EFT payments, call the EFT Unit at (517) 636-4730. You may send a fax to (517) 636-4356 or send correspondence to:

**Return Processing – EFT Unit
Michigan Department of Treasury
P.O. Box 30427
Lansing, MI 48909**